

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1997 - JUNE 30, 1998**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Department of the Public Defender

Division/Unit: El Cajon Branch Office

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1	Hours	1518	x \$13.74 =	\$20,857.32
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Types of work performed by GENERAL VOLUNTEERS in this category:

General clerical, reception, typing, filing, case assembly, input and retrieval of data from computer.

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	5	Hours	376	x \$13.74 =	\$5,166.24
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

GAIN workers performed general clerical work including photocopying, filing, typing, and reception.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

Position	Hours	x	VCL	=	Dollar Benefit
	x	13.74			\$
	x	13.74	-		\$
	x	13.74	-		\$
	x		-		\$

No. Vol.	0	Total Hours:	0	Total Value:	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

a. **TOTALS OF DEPARTMENT VOLUNTEERS (from above):**

No. of Volunteers ...	Hours ...	Dollar Benefit ...
2a: 1	1518	\$ 20,857.32
2b: 5	376	\$ 2,106.24
2c: _____	_____	\$ _____
TOTALS: 6	1,864	\$26,023.56

3. **DONATIONS TO VOLUNTEER PROGRAM:**

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated ...	Value ...	Item Donated ...	Value ...
_____ \$ _____		_____ \$ _____	
_____ \$ _____		_____ \$ _____	

TOTAL VALUE \$ 0.00

4. **VOLUNTEER PROGRAM COSTS:**

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers).

Hours 249 x Rate \$13.84 = **\$ 3,321.60**

- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Flours _____ x Rate ____ =

\$ 0.00

- (Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

Item	Cost

TOTAL OF OTHER PROGRAM COSTS

S 0.10

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

53-321-60

NET BENEFITS TO DEPARTMENT FROM VOLUNTEER PROGRAM

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 26,923.56

- b. Total of Donations to Volunteer Program: Item 3 (Page 2) \$ 0.00

ADDA cash \$ 26,021.56

- c. Subtotal Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 3,321.60)

TOTAL PROGRAM BENEFIT \$ 22,701.96

6 RECRUITING:

Please describe your recycling programs:

Clerical supervisor, Norma Heinz, keeps in touch with the GAIN office regarding any available interns.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report.

The El Cajon Branch of the Public Defender was honored to present the "Volunteer of the Year" award to volunteer Candi Corless. Candi is a great asset to our office.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The GAIN program is under private management now. It is my hope that we will still be able to recruit and teach skills to those in need so that they will go on to obtain employment, some with County positions.

9. GENERAL INFORMATION:

Name of Person Completing Report: **Norma J. Heinz**

Phone Number: (619) 441-4826 Mail Stop: S-118 E-Mail: nheinzpd@san-diego.ca.us.

Volunteer Coordinator: **Stanley Jones**

Phone Number: (619) 338-4835 Mail Stop: C-277 E-Mail: sjonespd@san-diego.ca.us.

10. DEPARTMENT CERTIFICATION:

Steven J. Carroll
DEPARTMENT HEAD SIGNATURE
by Julie B. Glancy

9/10/98
DATE